**CONTRACT AND SUBCONTRACT ACTIVITY**
**NORTH DAKOTA DEPARTMENT OF COMMERCE/DCS**
**SFN 52351 (04/04)**

## U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
## CONTRACT AND SUBCONTRACT ACTIVITY

| (1) Recipient Name | (2) Quarter Reporting (Check which is Applicable) | (3) Date Submitted |
|---|---|---|
| (4) Contact Person | (5) Phone | ☐ Oct-Dec  ☐ Jan-Mar  ☐ Apr-Jun  ☐ Jul-Sep | (6) Instrument Number |

| Amount of Contract (7) | Section 3 Contractor (8) | Type of Trade (1-3) (9) | Business Code (10) 1-10 | Business Code (10) Y/N | Contractor ID Number (11) | Subcontractor ID Number (12) | Name (13) | Street | City | State | Zip |
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| Type of Trade | Business Code | |
|---|---|---|
| 1. Construction | 1. White | 6. American Indian/Alaskan Native & White |
| 2. Education/ Training | 2. Black/African American | 7. Asian & White |
| 3. Other | 3. Asian | 8. Black/African American & White |
| | 4. American Indian/Alaskan Native | 9. American Indian/Alaskan Native & Black/African American |
| | 5. Native Hawaiian/Other Pacific Islander | 10. Other Multi-Racial |

**INSTRUCTIONS**

This report is to be used by grantees to report contract and subcontract activities under the Community Development Block Grant and HOME program. Grantees should also include contracts entered into by recipients of HOME rehabilitation assistance. Business racial/ethnic code is to be used to designate the racial/ethnic character of the business entity receiving a contract or subcontract. To be classified in a particular racial/ethnic category, a business entity must be 51% or more owned and controlled by the racial/ethnic groups members of the category. When a business is not 51% or more owned and controlled by a single racial/ethnic group, enter the code for the group which seems most appropriate. The form is to be completed as follows:

The contractor's ID Number is to be shown on all prime contracts and on all subcontracts. On subcontracts, the subcontractor's ID Number is also to be shown. When entering a subcontract show only the amount of the subcontract and the "type of trade" and "business racial/ethnic code" of the subcontractor.

1. Recipient Name. Enter the name of the unit of government or grant recipient submitting report of contract/subcontract activity.

2. Quarter Reporting. Check which quarter is applicable.

3. Date Submitted. Enter date th e report is submitted to Area Office.

4. Contact Person. Enter name and phone number of person responsible for maintaining and submitting contract data.

5. Telephone Number. Enter the telephone number.

6. Instrument Number. Enter the DCS Community Development Block Grant or HOME Identification Number.

7. Amount of Contract. Enter the dollar amount of the contract or subcontract. Round the figures to the nearest thousand dollars. If subcontractor ID Number is provided, the dollar figure would be for the subcontract only – not the prime contract.

8. Section 3 Contractor. If the unit of local government or grant recipient received an award of $200,000 and awarded any single contract in excess of $100,000 the contract would be a Section 3 covered contract. If the contract was not a Section 3 covered contract, indicate with an N/A. If it is a Section 3 covered contract, enter Yes, if a Section 3 contractor was hired or no if a Section 3 contractor was not hired. (Refer to your Administrative or Pre-Construction manual for the definition of a Section 3 contractor.

9. Type of Trade. Enter the numeric code (1 through 3) which best indicates the contractor's/subcontractor's service. If Subcontractor ID Number is provided, the type of trade code would be for the subcontractor only – not the prime contractor. The other category includes supply, professional services and all other activities except construction and education/ training activities.

10. Business Code. Enter the code (1 through 10) which indicates the ethnic background of the contractor/subcontractor, also enter in Y (yes) or N (no) if the business is a women business enterprise. If the Subcontractor ID Number is provided, the code would apply to the Subcontractor not the prime contractor.

11. Prime Contractor ID Number.  Enter Employer (IRS) Number of the Prime Contractor as the unique identifier for prime recipient of HOME or CDBG funds. Note that the Employer Number must be provided for each contract/subcontract award.

12. Subcontractor ID Number.  Enter Employer (IRS) Number of the Subcontractor as the unique identifier for each subcontract awarded from HOME or CDBG funds.  When Subcontractor ID Number is provided, the respective Prime Contractor ID Number must also be provided.

13. Contractor/Subcontractor Name and Address.  Enter the name and address information for each firm receiving contract/subcontract activity.  This information need be provided only one time on each report for each firm.